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U.S. Department of State Foreign Affairs Manual Volume 14 Handbook 4
Diplomatic Pouch and Mail Handbook

14 FAH-4 H-200

DIPLOMATIC POUCH DESCRIPTIONS AND PROCEDURES

14 FAH-4 H-210

DIPLOMATIC POUCHES

*(CT:DPM-18; 12-18-2014)
(Office of Origin: A/LM)*

14 FAH-4 H-211 USE OF POUCH

(CT:DPM-2; 05-06-2009)

- a. The diplomatic pouch transports items for official use of the mission across international frontiers without procedural delay and without inspection by foreign government officials.
- b. Pouches that contain classified items are prepared and documented in the same manner as pouches containing unclassified items. The only difference is that classified pouches are dispatched to be accompanied by a diplomatic courier or a TOP SECRET-cleared U.S. Government employee appropriately approved as a nonprofessional courier according to 12 FAM 142.
- c. Whether the pouch is dispatched accompanied or unaccompanied, its only purpose is to protect diplomatic and national security information. It is not intended to protect items of great monetary value or to function as an express mail service.
- d. The unclassified pouch is one of the fastest but most expensive modes of transportation available and must not be used for shipment of bulk items without making advance arrangements with the Diplomatic Pouch and Mail Division (A/LM/PMP/DPM) to fund these shipments. See 14 FAM 723.3 for information on bulk shipments.

14 FAH-4 H-212 POUCH DISPATCH CHANNELS

(CT:DPM-18; 12-18-2014)

- a. Pouch channels differ according to means of transportation and pouch contents. Channels are characterized by the following letter codes: [A] for unclassified

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pouches and [C] for classified pouches. The letter code must appear on the pouch tag and pouch documentation.

- b. When the [A] channel is used to dispatch {O}, {W}, and {Crate} pouches (see 14 FAH-4 H-213.1-1) originating posts must contact the carrier and refer to the post restriction list on the DPM Web site to determine if the dispatch can be accommodated. The originating post must also advise the receiving post of the shipment using the *Advanced Shipment* Notification (ASN) function in *Integrated Logistics System, Diplomatic Pouch and Mail* (ILMS DPM) *module*.
- c. When the [C] channel is used to dispatch {O}, {W}, and {Crate} pouches, the sending post must refer to the post restriction list on the A/LM/PMP/DPM website and contact the nearest regional courier office for authorization see A/LM/PMP/DPM website).

14 FAH-4 H-212.1 Airfreight [A] Pouches

14 FAH-4 H-212.1-1 Description of [A] Pouches

(CT:DPM-18; 12-18-2014)

- a. Subject to host-country restrictions, {Crate}, {W}, {O}, {X}, {LTD}, and {B} bags may be used. See the post restrictions list on the A/LM/PMP/DPM website for host-country or other restrictions. See 14 FAH-4 H-213.1 for description of pouch containers.
- b. [A] pouches are transported by commercial air carrier and are unaccompanied.

14 FAH-4 H-212.1-2 Contents of [A] Pouches

(CT:DPM-18; 12-18-2014)

Primary contents of [A] pouches are official, unclassified, registered or unregistered items. For regulations on items that may and may not be transported in diplomatic pouches, see 14 FAM 723.1 and 14 FAM 723.2. For regulations on sending personal items through the pouch, see 14 FAM 742.2.

14 FAH-4 H-212.1-3 Dispatch and Routing of [A] Pouches

(CT:DPM-18; 12-18-2014)

- a. *Direct dispatches should be used when they are* most cost beneficial. [A] pouches sent by commercial air carrier should be routed directly to the destination post. They are not normally sent to an intermediate post or the Department for transshipment.
- b. All pouch dispatches to the Department must specify on the air waybill (AWB) that the airport of final destination must read Dulles International Airport (IAD) *when not shipping door to door (i.e. UPS, DHL, etc)*. The AWB must list all

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pouches shipped.

- c. Posts dispatching [A] pouches to the Department on a regular basis should establish a routing that offers the most expeditious and economical service.
- d. In the Department, days of dispatch and routing are selected by DPM based on published airline schedules and on airline past performance for transporting pouches. Frequency is determined by volume of mail. Posts with large volumes may require a daily dispatch. Minimum frequency regardless of mail volume is once weekly.

14 FAH-4 H-212.1-4 Receipt of [A] Pouches

(CT:DPM-18; 12-18-2014)

- a. [A] pouch air cargo schedules are published on the A/LM/PMP/DPM *website* under "Unclassified Pouches" "Frequency Schedule." Schedules are not absolute but are based on the best case scenario.
- b. A/LM/PMP/DPM notifies the receiving post via ASN of the *air way bill (AWB)* airline, date, and number of pouches destined to post. Upon arrival of the flight, post must retrieve the air cargo shipment from the airport as soon as possible. The longer pouches remain unclaimed, the longer they are subject to *pilferage* or costly storage fees.

14 FAH-4 H-212.1-5 Unclassified Controlled Air Pouches (UCAP)

(CT:DPM-18; 12-18-2014)

- a. Controlled air pouches are used to transmit unclassified material that might disclose the nature of a classified project if the contents were known. Therefore, employees will prepare and handle them as follows:
 - (1) Post to Department or another post:
 - (a) The material must be delivered to the classified pouch room and the pouch must be prepared and closed only by cleared U.S. citizen personnel;
 - (b) Use regular [A] invoice series and [A] pouch tag. Either U.S. citizen or locally employed staff may prepare the invoice and tag. *Ensure the radio button in ILMS for UCAP is selected and* document the pouch on the same form used for regular air pouches that are turned over to an airline for transport;
 - (c) Locally employed staff (LE staff) and personal service contractors (PSCs) are authorized to deliver the pouches to the airline and, when possible, supervise loading;
 - (d) Sending posts do not need to notify the Department when sending

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UCAP pouches to A/LM/PMP/DPM/**UPM**;

(e) **Posts** must notify addressee posts of the dispatch of a UCAP pouch using the Advanced Shipment Notification (ASN) function;

(2) Department to post:

(a) The Department forwards controlled air pouches to post using the regular [A] invoice series; *and*

(b) DPM/U sends an ASN email to post using ILMS DPM. The ASN email provides shipping information; i.e., air waybill number, date of dispatch, pouch/invoice number and specifies that the dispatch contains controlled pouches. The last column of the ASN under UCAP will show:

- "Y" indicating that the pouch is controlled; or
- "N" indicating that the pouch is not controlled.

b. UCAP pouches must be delivered to the classified pouch room for opening, distribution, and storage by cleared U.S. citizen personnel.

c. When controlled air pouches do not arrive within three (3) days of scheduled arrival, the pouch control officer (PCO) must send an e-mail requesting the originator to initiate a tracer action.

d. The PCO must inspect incoming controlled air pouches for tampering prior to opening the pouch bags. If tampering is suspected, the PCO must report it using the procedures in 14 FAH-4 H-212.2-5.

e. *UCAP services are not available when domestic orders placed through vendors are then shipped directly to SA-32 for forwarding to overseas posts. Posts desiring UCAP services for domestic orders must have those orders shipped to a domestic office/agency for coordination. UCAP shipments may be coordinated through the Secure Logistics Division's Warehouse Branch. Contact springfieldwarehouse@state.gov for assistance. It is recommended that posts coordinate all UCAP shipments with their RSO before placing vendor orders. Customers do not need to use the Secure Logistics Warehouse Branch's services, but a domestic office/agency needs to prepare, manifest and deliver UCAP shipments to SA-32. UCAP shipments are subject to the standard unclassified DPM "Bulk Shipping" rules.*

14 FAH-4 H-212.2 Courier [C] Pouches

14 FAH-4 H-212.2-1 Description of [C] Pouches

(CT:DPM-18; 12-18-2014)

Subject to host-country restrictions, {Crate}, {WT}, {OT}, tangerine {X}, {BT}, {KT} and {GT} bags may be used. Canvas and nylon bag types must be

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tangerine in color. {LTD} bags must not be used. See the post restrictions list on the A/LM/PMP/DPM website for host-country or other restrictions. See 14 FAH-4 H-213.1 for a description of pouch containers.

14 FAH-4 H-212.2-2 Contents of [C] Pouches

(CT:DPM-18; 12-18-2014)

- a. Contents of [C] pouches are generally limited to official classified and administratively controlled items (i.e., SENSITIVE BUT UNCLASSIFIED-*SENSITIVITY WARRANTS COURIER HANDLING*, CONFIDENTIAL, SECRET, and TOP SECRET). *In addition*, all items must bear one of these classifications. All items must be registered using barcode-readable *identification number*, a Form OF-120, Diplomatic Pouch Mail Registration *is an example of an approved form*.
- b. Lateral [C] pouches (pouches between posts abroad) may contain small amounts of unclassified items if there is no regularly scheduled [A] pouch service between the two posts or the amount of unclassified mail to be shipped falls 25 *percent* below the minimum air cargo weight requirement.
- c. Use the [C] channel for UNCLASSIFIED and SENSITIVE BUT UNCLASSIFIED items when:
 - (1) There is reason to believe that host-country officials are not adhering to the inviolability of the diplomatic pouch described in Article 27 of the Vienna Convention on Diplomatic Relations;
 - (2) The item is of high value;
 - (3) Cases of theft and pilferage of pouches have occurred on a regular basis;
 - (4) The items are pertinent to ongoing investigations; or
 - (5) Additional physical protection is needed to meet systems integrity/security requirements.
- d. Posts and/or agencies will be billed for transportation charges when unclassified items are improperly shipped by classified pouch.

14 FAH-4 H-212.2-3 Dispatch and Routing of [C] Pouches

(CT:DPM-18; 12-18-2014)

- a. In the Department, items for [C] pouches are dispatched from A/LM/PMP/DPM/*CPM* at SA-8. Items are received at *A/LM/PMP/DPM/CPM* in several ways:
 - (1) Classified items are transported from the Harry S Truman Building (HST) or Department annexes to SA-8 via the Department's Internal Mail and Messenger Service (IMMS; see 14 FAM 732);
 - (2) Department offices, Department contractors, and non-Washington offices of other Federal agencies may send items classified through SECRET by

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United States Postal Service (USPS), Registered Mail or Express Mail to the Supervisor, Pouch and Mail Branch, HST Room B-437, for inclusion in [C] pouches to posts abroad. The waiver of signature block must not be executed when using USPS Express Mail. See 14 FAH-4 H-320 for procedures;

- (3) Vendors who have received, *random* procurement orders are instructed by the Office of Acquisitions to ship items to A/LM/OPS/SL/W's Secure Logistics Warehouse at SA-7, where the items are identified by recipient post, labeled for transport, and delivered to SA-8; *and*
- (4) Washington offices of other Federal agencies deliver classified items for dispatch directly to SA-8.
- b. [C] pouches are always dispatched by TOP SECRET-cleared U.S. citizens and transported across international borders by professional diplomatic couriers or nonprofessional couriers appropriately approved according to 12 FAM 142 or the Defense Courier *Division (DCD)*. Frequency and routing of routine dispatches are controlled by the Office of the Diplomatic Courier Service (DS/C/DC; see 12 FAM 100).

14 FAH-4 H-212.2-4 Receipt of [C] Pouches

(CT:DPM-18; 12-18-2014)

- a. All [C] pouches must be receipted for by authorized persons as described in 12 FAM 126.
- b. [C] pouches must be opened and closed only by a U.S. citizen with a TOP SECRET clearance.

14 FAH-4 H-212.2-5 Security Violations and Suspected Compromise of Classified Pouch

(CT:DPM-18; 12-18-2014)

- a. Examples of security violations and suspected compromises that must be reported are:
 - (1) A classified item dispatched by unclassified pouch;
 - (2) An unregistered classified item;
 - (3) An improperly sealed pouch that permits access;
 - (4) A classified pouch that has been out of control of the cleared U.S. citizen; or
 - (5) Information about pouches given to unauthorized persons.
- b. Upon discovery of any of the above situations, the pouch control officer (PCO) must report the violation, along with suspected compromise of contents, within 24 hours:

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- (1) Send a PRIORITY telegram captioned for the regional security officer (RSO) and PCO;
- (2) Send a copy of the telegram to the Diplomatic Pouch and Mail Division (A/LM/PMP/DPM/**CPM**) and the Office of Diplomatic Courier Service (DS/C/DC);
- (3) Notify the RSO at the receiving post; and
- (4) Notify the Program Applications Division (DS/IS/APD; see 12 FAM 550).

c. Reports on suspected compromises must provide full details. The PCO must give the seals, tags, invoices, and the pouch itself (when covert penetration is suspected) to the RSO at the post where the suspected compromise was discovered.

14 FAH-4 H-213 POUCH CONTAINERS

14 FAH-4 H-213.1 Types of Pouch Containers

(CT:DPM-18; 12-18-2014)

Most commonly used pouch container types are {Crate}, {W}, {O}, {X}, {B}, {K}, {G}, and {LTD}. A "T" suffix indicates that the bag is tangerine in color.

14 FAH-4 H-213.1-1 {Crate}

(CT:DPM-18; 12-18-2014)

- a. Any *non-conveyable* item prepared and documented as a diplomatic pouch is called a {Crate} pouch. {Crate} pouches are either *tri-wall* cardboard containers, wooden boxes constructed around the item(s), or plastic "Pelican" cases (also called "zero" cases).

NOTE: The {O} bag is specifically designed to hold a zero case. Non-VIP zero cases should be in a bag when in transit. Non-VIP zero cases can only be shipped without being bagged when bags are not available and movement is urgent. In such cases, post must coordinate in advance with their supporting Regional Courier Division or Hub, as unbagged zero cases are not readily identifiable as a diplomatic pouch. Unbagged zero cases must have the words "U.S. Department of State – Diplomatic Pouch" stenciled on at least one side.

- b. The Vienna Convention does not require {Crates} to be covered in order to be considered diplomatic pouches. However, the Department requires that unclassified {Crates} be covered in burlap to prevent confusion with household effects (HHE) and other cargo shipments. The Department also requires that classified {Crates} be covered in burlap or a tangerine-colored equivalent material in order to completely screen the item from view and make casual penetration difficult.

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- c. To meet Department security requirements, {Crate} pouches must be cross-banded with metal or plastic bands, except that zero cases do not need to be banded provided that they can be locked and sealed to prevent opening during transit. Plastic bands are preferred for safety reasons. It is the originating office's physical and fiscal responsibility to cover and band containers.
NOTE: Unbagged zero cases do not need to be banded provided that they are locked and sealed to prevent opening during transit.
- d. {Crate} pouches may contain more than one item. If so, items must be packed to avoid damage. Although {Crates} can contain more than one item, only one registry number is to be placed on the outside of the {Crate} for identification purposes.
- e. Smaller crates should not have skids on them. Large or heavy {Crate} pouches are usually moved by forklift or pallet jack and therefore require skid runners equal in size to the crate. *Do not band pallets to crates.*
- f. *Tri-wall* cardboard is preferred over wood. Wooden crates are heavier and more costly to move. If wood is used, it must be pre-treated with heat or fumigation to meet the standards of the Department of Agriculture for the importation of wood articles (see 14 FAM 614.9).

14 FAH-4 H-213.1-2 {W} Bag

(CT:DPM-18; 12-18-2014)

{W} bags are the largest type of canvas/nylon pouch currently available. Use them for single oversize items. Place only one item in a {W} bag *or secure multiple parcels together so they travel as one*. Maximum dimensions of the item are 29" x 29" x 29". There is no maximum weight, but remember that these pouches are moved by people, not machines. *Posts* must enter the dimensions of the filled bag into ILMS DPM.

14 FAH-4 H-213.1-3 {O} Bag

(CT:DPM-18; 12-18-2014)

{O} and {O+} bags are designed specifically to contain a zero case and are slightly larger than {X} bags. Maximum single item dimensions are 32" x 24" x 10". Maximum combined weight of all items in the {O} bag is 30 kgs (66 lbs).

14 FAH-4 H-213.1-4 {X} Bag

(CT:DPM-18; 12-18-2014)

The {X} bag is the standard diplomatic pouch bag for the Department and is designed to contain single or multiple items. There are four sizes of {X} bags: {X3}, {X4}, {X6}, and {X7}. Maximum combined weight of all items in the {X}

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bag is 30 kgs (66 lbs). Maximum single item dimensions for the various types of {X} bags are:

- {X3}: 29" x 16" x 13"
- {X4}: 26" x 16" x 13"
- {X6}: 24" x 15" x 15"
- {X7}: 29" x 15" x 15"

14 FAH-4 H-213.1-5 {B} Bag

(CT:DPM-18; 12-18-2014)

Use this bag for single or multiple items (e.g., letters, flats, and parcels no larger than 12" x 10" x 18"). Maximum combined weight of all items in the {B} bag is 20 kgs (44 lbs).

14 FAH-4 H-213.1-6 {K} Bag

(CT:DPM-18; 12-18-2014)

There are two types of {K} bags, {KT} and {K5}. *Both* are tangerine in color only. Use these bags only for lightweight courier dispatches of letters and flats. Maximum combined weight of all items in a {K} bag is 7 kgs (15 lbs).

14 FAH-4 H-213.1-7 {G} Bag

(CT:DPM-18; 12-18-2014)

There are two types of {G} bags, {GT} and {G4}. *Both* are tangerine in color. This is the smallest standard size bag. Use this bag only for lightweight courier dispatches of letters and *flat mail, such as international express mail*. *The maximum* combined weight of all items in the {G} bag is 2 kgs (5 lbs).

14 FAH-4 H-213.1-8 {LTD} Bag

(CT:DPM-18; 12-18-2014)

- Light Duty (LTD) bags are constructed of* a lightweight polyurethane that weighs 8 oz. It is not as sturdy as a canvas/nylon bag and is limited in the number of dispatches. If the fabric is not torn, ripped, or frayed, this bag can be re-dispatched to the Department or laterally despite *some bags having* the marking "NOT FOR REUSE."
- Maximum single item dimensions are 13" x 16" x 26". Maximum combined weight of all items in the {LTD} bag is 30 kgs (66 lbs).
- Damaged {LTDs} *bags* received by the Department are destroyed. Damaged or surplus {LTDs} at post must be destroyed at post. Destroy {LTDs} *bags* by shredding or burning *and annotate this in ILMS DPM*. Gases produced by

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burning are not known to be carcinogenic. Do not dispose of {LTDs} *bags* any other means than destruction.

d. Do not use this bag for other than its original purpose. Do not use for classified material or courier dispatch.

14 FAH-4 H-213.2 Container Markings

(CT:DPM-18; 12-18-2014)

a. All containers used as a diplomatic pouch must display on at least one surface:

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b. Canvas, nylon, or plastic bag containers used as a diplomatic pouch have a unique number displayed on at least two of its opposite surfaces. The number is prefixed by the container type, e.g., "W-09601."

c. {Crate} pouches from posts have the Department's or the sending agency's registry number preceded by "A-" or "C-" displayed on the tag.

d. Do not ship items *by* the diplomatic pouch *that* require any unique outside labeling, marking, or identification on the diplomatic pouch (such as "fragile" or "hazardous cargo"), as these markings would violate the integrity of the diplomatic pouch.

14 FAH-4 H-213.3 Container Seals

14 FAH-4 H-213.3-1 Information About Seals

(CT:DPM-18; 12-18-2014)

a. Pouches *must be* sealed with Department-approved self-locking zip-type plastic ties.

b. *Lead and/or* plastic string-type seals are prohibited unless required by the host country (see the A/LM/PMP/DPM website). *Barring a host country requirement, all other posts must dispose of outdated lead and/or plastic string-type seals.* Surplus lead seals must be placed in closed containers, labeled as a lead hazard and locally recycled. If recycling is not an option, lead seals must be disposed of as hazardous waste in accordance with local practices. For further guidance on safe handling and disposal of lead seals, see the A/LM/PMP/DPM website.

c. *Department issued self-locking zip-type* plastic seals have a seal number imprinted on them to provide an enhanced level of security against tampering. Gray seals for unclassified pouches have *the letter U* followed by *eight* consecutive digits. Red seals for classified pouches have the letter C followed by *eight* consecutive digits. ILMS DPM posts *must* enter the seal number into ILMS DPM as directed in 14 FAH-4 H-213.3-2. *Both classified and unclassified*

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seals are considered controlled items. As such, locally employed (LE) staff must ask the Pouch Control Officer (PCO) or his/her cleared American designate, for the exact number of (unclassified) seals required for each day's pouching.

- d. Pouch seal numbers are required to create a pouch tag/invoice in ILMS DPM. To alleviate pressure on posts, DPM encourages the use of WASP WLR8900/8905 scanners (ITCCB approved) as already used at many DPO locations. These are \$200 items that plug into a USB port and read and populate any field with the associated barcode number.*
- e. Self-locking plastic seals do not require the use of a crimping device. Therefore, posts must dispose of outdated seal crimping devices.*
- f. DPM will distribute pouching materials at no cost. Upon request, the newer self-locking plastic seals will be shipped to post by DPM and tracked in ILMS. Ordering information is available on the A/LM/PMP/DPM website.*

14 FAH-4 H-213.3-2 Using Seals

(CT:DPM-18; 12-18-2014)

- a. {W}, {O}, {X}, and some {BT} pouches have a belt and hasp around the throats. Cinch the bag tightly and close the hasp over the staple. If using a plastic self-locking seal, lace the seal through the staple and the tag eyelet and tighten. Pull the tail until the seal is tight around the staple. If using a string-type seal (only for host nation concerns), lace the seal cords around the staple; run the strings through the eyelet of pouch tag; draw the seal tightly to the staple with the seal crimping device; and firmly crimp the seal, whether lead or plastic, so that the seals do not slide on the cords. Tie a knot in the excess string.*
- b. For canvas, nylon, or plastic bags without a belt and hasp, gather the top of the bag as tightly as possible. If using a plastic self-locking seal, put the seal strap around the gathered throat and through the eyelet of the tag and tighten. Pull the tail until the seal is tight around the bag. The LTD bags have a hole near the top. Make sure that the seal is run through the hole in order to prevent it from slipping. If using a string-type seal (only for host nation concerns), loop the seal cord over the throat of the pouch; run the strings through the eyelet of pouch tag; draw the strings tight using the tightening device on the crimper; and crimp and tie a knot in the excess string.*
- c. With either type of seal, check the throat of the bag to ensure that no device for removing items can pass through the throat of the bag. If you can fit two fingers in the opening of the bag, it must be resealed.*
- d. Do not place seals so low on the bag that the pouch number or the diplomatic markings are obscured.*
- e. For cross-banded {Crate} pouches:*

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- (1) When using Department-approved plastic seals, place the bar-coded seal at the cross-band location closest to the pouch tag. Pull the tail until the seal is tight around the bands. If post wishes to use a second seal for another cross band location, do not use a second bar-coded seal; *instead*, use a plain electrician's cable tie or string-type seal. *Post must enter the seal number in the "Pouch Seal" field on the Quick Pouch Build page or the Build/Modify Pouch page; and*
- (2) *When using string-type seals, place seals in at least two locations where the bands cross. One location should be next to the pouch tag.*

f. For zero cases that are unbanded, place the seal through the pre-formed holes where a lock is intended to go.

14 FAH-4 H-214 POUCH TAGS

14 FAH-4 H-214.1 Information About Pouch Tags

(CT:DPM-18; 12-18-2014)

- a. All containers used as pouches must have a pouch tag attached. {Crate} pouches may have the tag (1) stapled on the surface; (2) attached to the cross band using a seal; or (3) placed inside a custom plastic shipping envelope affixed to the crate.
- b. The standard size of a pouch tag is 7 inches by 4 1/2 inches.
- c. All pouches must bear a *Department approved reusable* Diplomatic Pouch Tag *rather than a single-use locally procured pouch tag* (see 14 FAH-4 Exhibit H-214). The letter of the pouch channel ([A] or [C]) is in bold lettering in the lower right corner on the front of the tag. [A] tags are bordered in blue; [C] tags are bordered in red.
- d. *DPM offers lifting hazard tags to help protect employees from back injuries while attempting to move heavy items. Heavy object warning tags instruct people on how to properly lift the item, and to be aware of tip over hazards. Heavy warning tags are yellow with a dashed black border and larger than [A] or [C] tags so they can be seen easily.*
- e. *DPM will distribute pouching materials, at no cost. Upon request, the Department-approved pouch tags will be shipped to post by DPM. Ordering information is available on the A/LM/PMP/DPM website.*

14 FAH-4 H-214.2 Using Pouch Tags

(CT:DPM-18; 12-18-2014)

- a. The *Department approved reusable* tag has the Seal of the United States and the words DIPLOMATIC POUCH on the back of the tag.

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- b. Posts are required to affix a system-printed label that includes a bar code and other information to the front of the tag. Department-approved pouch tags can be reused by peeling off the old ILMS DPM sticker and applying a new one for post's outbound shipment.
- c. All containers used as diplomatic pouches must show the Department or one of its posts abroad as addressor and addressee on the pouch tag even if its entire contents are for another agency.
- d. Heavy object warning tags should be placed under [A] or [C] tags for any {X} {O} or {OT} pouch bag that weighs in excess of 50lb/23.5kg. Note: There are no weight limits for {W} {WT} pouch bags or crates.

14 FAH-4 H-215 ORDERING POUCH SUPPLIES

(CT:DPM-18; 12-18-2014)

Requisition pouch and mail supplies along with all other general office supplies in accordance with 14 FAM 230. Authorized pouch supplies, recommended vendors, and estimated prices can be found on the A/LM/PMP/DPM website.

14 FAH-4 H-216 RETURNING SURPLUS POUCHES

(CT:DPM-18; 12-18-2014)

- a. Posts must return empty canvas or nylon pouches ("sacs vides") in excess of post's immediate needs to the Department. Surplus pouches must be returned on a regularly scheduled basis and must not be allowed to accumulate for long periods of time.
- b. Posts are responsible for the transportation cost of sac *vide* shipments.
- c. Posts must return sac *vide* via unclassified pouch. Do not mail sac *vide by* the MPS or DPO.
- d. Use the following pouching procedures:
 - (1) Inspect the condition of pouches. Pouches that have powders or other residues that could be *considered* as suspicious should not be returned, *because* the residue would cause disruption to SA-32 *operations*. Damaged or otherwise unusable pouches must be destroyed locally at post, e.g., shredding, burning, etc. Damaged pouches must be destroyed in a manner to prevent reuse for any other purpose. *This activity must be logged in ILMS DPM so that the pouch is permanently removed from the pouch inventory. Destruction of damaged or unusable sacs vides must be certified by the Pouch Control Officer (PCO) using Integrated Logistics Management System (ILMS) software. This policy applies to reusable tangerine or white canvas/nylon sacs vides and disposable black plastic pouches. Damaged or unusable pouches may be returned to DPM (SA-32)*

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if post is unable to destroy on site;

- (2) Stuff a white (not tangerine) canvas {X} or {O} diplomatic pouch bag with surplus empty pouches. Surplus white and tangerine bags may be mixed in the same pouch bag, but do not put correspondence or packages ("live mail") in the same pouch as sac vides;
- (3) *Click on the "Sac Vide" radio button in ILMS and enter each of the empty bags you are sending back.* Use the normal [A] pouch tagging and sealing procedures to close the pouch; *and*
- (4) Take great care to assure *sacs* vides do not contain any prior invoices or pouch contents.

14 FAH-4 H-217 DESTROYING DAMAGED POUCHES

(CT:DPM-18; 12-18-2014)

Damaged or otherwise unusable pouches must be destroyed locally at post, e.g., shredding, burning, etc. Damaged pouches must be destroyed in a manner to prevent reuse for any other purpose. *Destruction of damaged or unusable sacs vides must be certified by the Pouch Control Officer (PCO) using Integrated Logistics Management System (ILMS) software. This policy applies to reusable tangerine or white canvas/nylon sacs vides and disposable black plastic pouches. Damaged or unusable pouches may be returned to DPM (SA-32) if post if unable to destroy on site.*

14 FAH-4 H-218 AND 219 UNASSIGNED

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14 FAH-4 Exhibit H-214
Pouch Tags

(CT:DPM-18; 12-18-2014)



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DEPARTMENT OF STATE, USA Pouch No. _____
WASHINGTON, DC 20520 Weight _____ kgs.

C
COURIER



DIPLOMATIC POUCH